



Administrative Regulation

Compassionate Leave

Policy #	03-02.15
Effective Date:	March 13, 2023
Revision Date:	N/A
Owner:	Human Resources

Purpose:

To provide support and compassion to employees who have suffered a loss of a family member or loved one. Leave may be used for the purpose of mourning, making funeral arrangements or attending the funeral service.

Scope:

This regulation applies to all employees who have worked for the City for at least six months. Represented employees should also refer to specific collective bargaining agreements for details regarding leave of absences.

Policy:

Employees may be granted up to three (3) days of City paid leave for the death of an [immediate family](#) member or due to [pregnancy](#) loss. With the approval of the department director or designee, an additional two (2) days leave may be allowed for necessary out of state funeral travel time.

Employees must take compassionate leave in one continuous block and within 60 days of the notification of the death. Extension of the timeline may be made on a case by case base. If an employee and their [spouse](#) work for the City both employees may take bereavement leave for the qualifying death or pregnancy loss at the same time.

Compassionate leave runs concurrently with bereavement leave provided by the [Oregon Family Leave Act \(OFLA\)](#). The three (3) to five (5) days provided by this regulation will be with pay. The employees may charge the remaining OFLA time to their accrued leave banks; or, if no leave is available, the employee may take leave without pay.

Procedure:

1. Requests for Leave

- 1.1. Employees should notify their supervisor as soon as possible when they need to take compassionate leave.
- 1.2. Employees requesting compassionate leave should submit a leave request through PeopleSoft. This can be completed by the supervisor on behalf of the employee.

- 1.2.1. From the Employee Self Service page in PeopleSoft, click on the Benefit Details tile and then click Request Protected/HR Leave from the left menu. Click the tab labeled New Request at the top and then select Bereavement Leave. This will prompt you for additional information related to the requested leave. Review and acknowledge important notices related to the leave type selected and click submit at the bottom of the page.

2. Coding of Time

- 2.1. The employees or the employee's supervisor should code the same amount of compassionate leave as they would have worked that day, typically not to exceed their normal work week.

3. Verification of Need

- 3.1. Employees may be asked to provide documentation verifying their need for compassionate leave, such as a death certificate or obituary.

4. Return to Work

- 4.1. Employees are expected to return to work promptly after their compassionate leave has ended. The City will work with employees who need additional time off or flexible scheduling to ease their transition back to work.

5. Confidentiality

- 5.1. Any medical information provided under this regulation will be maintained in a confidential file and is not generally subject to release without the employee's authorization.

Definitions

1. "Immediate family member" is a:
 - 1.1. Spouse,
 - 1.2. Parent (including biological, adoptive, foster parent, or parent-in-law)
 - 1.3. Child of the employee (including biological, adoptive, foster, or in loco parentis)
 - 1.4. Sibling,
 - 1.5. Grandparent of the employee
 - 1.6. Grandchild of the employee,
 - 1.7. Any person residing in the employee's household at time of death, or
 - 1.8. Any family member covered under the Oregon Family Leave Act (OFLA).
2. "*In loco parentis*" means in place of a parent having financial or day to day responsibility for the care of the child. A legal or biological relationship is not required.

3. “*Oregon Family Leave Act (OFLA)*” is state protected leave that provides up to 2 weeks of protected leave after the death of a family member.
4. “*Pregnancy*” is the pregnancy of the employee or the employee’s spouse or partner; or any pregnancy, including through surrogacy or adoption, where the employee or employee’s spouse or partner would have been parent or primary caregiver.
5. “*Spouse*” is defined as individuals recognized under state law, individuals in a marriage performed in a foreign jurisdiction, individuals in a common law marriage that was entered into in a state that recognizes such marriage, and individuals who have lawfully established a civil union, domestic partnership or similar relationship under the law of any state.

Resources:

Administrative Regulations:

1. [Family Medical Leave](#)
2. [Pregnancy Accommodation](#)

On-line resource:

1. [BOLI Oregon Family Leave Act \(OFLA\)](#)

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
Approved By:	Nancy Newton, City Manager ⁴	Dates:	March 9, 2023
Author:	Chaim Hertz, Director of Human Resources		
Responsible Party:	Human Resources		
Replaces:	Subsection 2.5 of the City's Leave of Absence administrative regulation.		

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
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REVISIONS:

Version #2:	Responsible Party:			
	Revised By:			
	Approved By:		Date:	
	Reason/Summary of Changes:			